EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-030**	Page: **1**	of: **1**
Title: **Student Course Enrollment**		
Regulatory Authority: **12VAC5-31-1440 and 12VAC5-31-1450 and 12VAC5-31-1460**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. For all courses leading to certification at a new or higher level, the Course Coordinator must have each student complete a "Virginia EMS Training Program Enrollment" form. These forms must be reviewed by the Course Coordinator and submitted to the Office no later than fifteen (15) days following instruction of the third lesson of the training program and no later than fifteen (15) days prior to the course's End Date. (Earlier submission is allowed and encouraged.)

 1. Upon receipt of the "Virginia EMS Training Program Enrollment" forms from the Course Coordinator, the Office must review the eligibility of each enrolling student. The Office will notify both the involved student and the Course Coordinator of any ineligibility discovered during this review.

 2. The Office will provide the Course Coordinator a listing of each enrolled student and assign a Certification Number for each student.

 a. Certification Numbers assigned to each student will become a permanent identifier of each individual in Office records. Each student should use this number for all correspondence and submission of documentation to the Office. (A student may use their Social Security number as an identifier at their own option however all Office of EMS correspondence will use the individual's EMS Certification Number.)

 i. If the student has previously enrolled in an EMS Training Program or is currently certified at any certification level in Virginia, the Certification Number previously assigned by the Office must be used.

 b. Upon receipt of the listing of enrolled students, the Course Coordinator must review this listing for completeness and notify each enrolled student of their assigned Certification Number and notify the Office of any discrepancies.

B. Only students listed as enrolled in the designated training program will be allowed to test for certification using the assigned Course Number for the specified training program.